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MEMORANDUM FOR: Director of Security

SUBJECT : Reinvestigation Program

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1. Problem: To establish a firm re-investigation program to be followed by the Office of Security.

2. Facts Bearing on the Problem:

- a. The DDCI has requested a Reinvestigation Program be initiated on employees to insure maximum security to the Agency.
- b. The current Re-investigation Program has no time limitation in which an employee is to be reinvestigated. An employee is reinvestigated routinely when determined necessary to bring cases up to prescribed standards from a security standpoint. An employee's file is constantly under review as the result of requests for special type clearances, reassignments, outside activities, certifications to other Government Agencies and similar activities. Because of these reasons, a large majority of the files are reviewed at least once every five years and some more often.
- c. The Re-polygraph program with the recent cut-off date of 1 January 1955 insures a review of the employee's file considered for an overseas assignment and for return to headquarters. This program applies primarily to the DDP complex and does not consider Headquarters assigned personnel.

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Next 1 Page(s) In Document Exempt


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~~SECRET~~Discussion:

e. The number of cases reinvestigated every five years will be reduced as the result of attrition. The Office of Personnel for the period of 1954 through 1959 has advised that the separation rate of staff personnel averaged 11.4% annually. For the calendar years 1958 and 1959 the annual average was 10.5%. Separations under five years have been primarily in the clerical group because of marriage, pregnancy and other reasons. However, from figures available from the Office of Personnel, 19.4% of the employees leaving the Agency in 1956 had five years of service or more, 33.8% in 1957 and 33.5% in 1958. Based on these percentages, it is estimated the future workload for reinvestigation every five years may be reduced anywhere from one fourth to one third. The rate of attrition will depend upon the national employment level and if for the next five years the nation maintains a level of full employment including pockets of unemployment, it is anticipated the rate of separation will be constant.

f. If the Office of Security had no backlog of cases for reinvestigation, the following employees now on duty would be the maximum cases to be reinvestigated not considering attrition:

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<u>YEAR</u> of entry	<u>ON DUTY</u>	<u>YEAR FOR REINVESTIGATION</u>
1956		1961
1957		1962
1958		1963
1959		1964
1960		1965

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Discussion:

Utilizing the percentages in paragraph e above, the workload for a specified year would be reduced by several hundred cases.

g. As of 31 August 1960 there were [REDACTED] staff employees or 65% on the rolls who entered on duty prior to 1 January 1956. This figure represents the maximum backlog of cases at this time to be considered under a five-year Re-investigation Program. However, this backlog cannot be handled immediately and would require a period of time to complete. Based on a three-year period ending 31 December 1963, the maximum number of cases involved would be [REDACTED] disregarding attrition, overseas assignments, etc. To complete the Program on a three-year basis will require additional professional and clerical

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[REDACTED]

Support Division. It is estimated one clerical employee will be needed in the Security Records Division if there is no requirement for extensive searching of names. Since each employee will be interviewed or contacted regardless of the action taken, 3 professional and 1 clerical by the Clearance Branch will be required on the basis of processing [REDACTED] cases per month. See attachment by the Security Support Division for other breakdowns.

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